



Sidcot
Live Adventurously

Policy Name: BTEC Internal Verification Policy
Policy Number: 6.24
Date: September 2024

Table of Contents

1. Aims.....	3
2. Procedures	3
3. Document Change History	4

1. Aims

- To ensure there is an accredited Lead Internal Verifier in each principal subject area
- To ensure that Internal Verification is valid, reliable and covers all Assessors and programme activities*.
- To ensure that the Internal Verification procedure is open, fair and free from bias
- To ensure that there is accurate and detailed recording of Internal Verification decisions.

1.1 In order to do this, the Centre will ensure that:

- Where required by the qualification, a Lead Internal Verifier is appropriately appointed for each subject area, registered with Pearson and has undergone the necessary standardisation processes
- Each Lead Internal Verifier oversees effective Internal Verification systems in their subject area*
- Staff are briefed and trained in the requirements for current Internal Verification procedures
- Effective Internal Verification roles are defined, maintained and supported – Quality Nominee will oversee this.
- Internal Verification is promoted as a developmental process between staff
- Standardised Internal Verification documentation is provided and used
- All centre assessment instruments are verified as fit for purpose
- An annual Internal Verification schedule, linked to assessment plans, is in place
- An appropriately structured sample of assessment from all programmes*, units and Assessors is Internally Verified, to ensure centre programmes conform to national standards
- Secure records of all Internal Verification activity are maintained
- The outcome of Internal Verification is used to enhance future assessment practice

2. Procedures

- 2.1. Staff Briefing: all Assessors, Lead Internal Verifiers and Internal Verifiers require regular briefing on BTEC processes
- 2.2. Verification schedules: annually agreed to cover all Assessors, units and assignments. Schedules should be drawn up at the beginning of the programme and monitored through the year
- 2.3. Internal Verification of assignments: carried out before use to ensure that they are fit for purpose, and that any recommendations are acted upon. Documented records of effective internal verification must be kept
- 2.4. Internal Verification of assessment decisions: must verify a sufficient sample of Assessor grading decisions to ensure accuracy. Assessors do not internally verify their own work. Assessor feedback and support should be given
- 2.5. Internal Verification records: must be correctly maintained and kept securely for 3 years after certification. We recommend that you use our standard templates for Internal Verification available on our website
- 2.6. Standards Verification: you should have in place monitoring and review procedures for Standards Verification outcomes. Procedures are required to deal with unsuccessful standards verification samples.

3. Document Change History – document any changes since 16 August 2018

Date of change	Detail significant changes and any new legislation / guidance taken into account
07 March 2019	Reviewed – no changes made.
28 January 2020	Reviewed – no changes made.
29 th March 2022	Reviewed – no changes
19 th June 2024	Reviewed – no changes

This policy will be reviewed every 12 months by the Director of Sport.